

**U.S. Department of State's Bureau of Population, Refugees, and Migration (PRM)**  
**Julia Taft Refugee Fund**  
**FY 2022**

The U.S. Embassy in Madrid, through the U.S. Department of State's Bureau of Population, Refugees, and Migration (PRM), is pleased to announce the availability of a funding opportunity to support organizations assisting refugees in Spain.

**What is the Julia Taft Refugee Fund?**

The Julia Taft Refugee Fund is an initiative by PRM to respond to critical unmet needs of refugees. Created in 2000, the Julia Taft Refugee Fund intends to meet gaps in assistance by issuing grants of up to \$25,000 to national or local non-governmental organizations (NGOs) for quick impact projects to meet critical needs not addressed by the Office of the United Nations High Commissioner for Refugees (UNHCR), the International Committee of the Red Cross (ICRC), International Organization for Migration (IOM), or other international organizations and NGOs. **NOTE: This notice is subject to availability of funding.**

**Eligibility Criteria**

This opportunity is open to public or private non-profit organizations registered in Spain, such as business associations, foundations, and civil society/NGOs with programming experience in refugee affairs. Government institutions and for-profit or commercial entities are not eligible to apply. While international NGOs (INGOs) are eligible to apply, preference is given to national/local NGOs. INGOs that apply should demonstrate close partnerships with local NGOs through the proposed project. Applicants must have organizational representation (i.e., an existing office) in Spain.

In order to be eligible to receive an award, all organizations must obtain a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). For further information on how to register, please see "Unique Entity Identifier and System for Award Management (SAM.gov)" below.

**Applications**

All applications must be received by 11:59 p.m. CET on February 4, 2022. Proposals should be submitted by email to Embassy Madrid at [Madrid\\_POL@state.gov](mailto:Madrid_POL@state.gov). Applicants should include "2022 Julia Taft Refugee Fund Proposal" in the subject line of their email. Proposals must be in English.

The Taft Fund is intended for projects that include a target beneficiary base of at least 50 percent refugees. Proposals should focus on quick impact to address immediate needs. The Taft Fund is designed to support a one-time need and the period of performance shall not exceed one year from the date of award disbursement. There is no opportunity for follow-on funding upon completion of the award.

While the Taft Fund is open for applicants to propose any project that could best serve refugees in Spain, there is particular interest in proposals addressing equal access to protection, assistance, and other solutions for LGBTQI+ refugees and/or addressing the urgent needs of Afghan refugees in Spain.

There is no specific format for the application. Application packages should include the following:

**Cover Letter** (optional): Applicants are encouraged to submit a cover letter on the organization's letterhead containing the proposal's submission date, project title, project performance period, and primary purpose of the project.

**Proposal Summary:** Brief narrative that outlines the proposed project, including its objectives and how it advances the Embassy's policy goals. Project summary should be one page maximum and clearly indicate the organization DUNS number.

**Proposal:** Applicants must submit a complete proposal that includes the items listed below. The proposal should not exceed 10 pages total.

- *Introduction to the Organization:* Describe past and present operations, including information on previous grants from the U.S. Embassy and/or U.S. government agencies.
- *Problem Statement:* Include a clear, concise, and well-supported statement of the problem to be addressed and why the proposed project is needed.
- *Project Goals and Objectives:* The "goals" describe what the project intends to achieve at its completion and should be measurable. The "objectives" refer to the intermediate accomplishments that lead to the achievement of the goals. Include the refugee population to be served and anticipated number of direct beneficiaries.
- *Program Activities:* Describe the program activities and indicate how they will help achieve the objectives.
- *Program Methods and Design:* Describe how the project is expected to work and how it will solve or address the stated problem.
- *Proposed Project Schedule:* Include the proposed timeline for undertaking and completing the specific project activities, outlining dates, times, and locations of planned activities and events.
- *Key Personnel:* Names, titles, roles of the key personnel to be involved in the project.
- *Project Monitoring and Evaluation:* Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the project?
- *Potential for Multiplier Effect/Longer-term Impact/Sustainability:* Include a discussion of the follow-on impact of the project, even after the end of the program through the multiplier effect or through expected follow-on activities.
- *Media/Communications Plan:* How will the applicant use traditional and social media to raise awareness about this project and its results?
- *Proposed Budget:* List of all project expenses, consistent with the proposal narrative and project activities. Include a budget narrative to explain any costs that are not self-explanatory.
- *SAM.gov:* If you have completed the SAM.gov process, include a screenshot showing your active SAM.gov status. If you have not completed the SAM.gov registration, include a screenshot from SAM.gov reflecting that you have started the process.
- *Code of Conduct:* Provide a copy of the organization's Code of Conduct, consistent with the UN's Inter-Agency Standing Committee (IASC) recommendations on the prevention of sexual abuse and exploitation, found [here](#).

## **Unique Entity Identifier and System for Award Management (SAM.gov)**

All organizations applying for grants must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- SAM.gov registration

**Step 1:** Apply for a DUNS number: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by visiting <http://fedgov.dnb.com/webform> or calling +1-866-705-5711.

**Step 2:** Request for a NCAGE Application page here: <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>. For NCAGE help, call +1-269-961-7766. Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

**Step 3:** After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. Please note that your registration in SAM.gov must be renewed annually. To finalize your registration or if you need further assistance in connection with registration in SAM.gov, you may contact the Federal Service Desk at <https://www.fsd.gov/fsd.gov/home.do>.